**Passport Applications**

Please complete for Business Support to process the passport application

**Child Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mosaic ID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Social Worker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Type of passport: First passport Replacement Renewal**

Before submitting your application please ensure the following has been attached or given to Business Support:

* **Photo ID x2** (one photo must by countersigned by Social Worker)
* **Child and Mother’s Birth certificate (if Mother was born after 1982, Maternal Grandmother’s birth certificate is also required)** (if this isn’t available please let Business Support know so Business Support can complete an E1 Request Form)
* **Child’s previous passport** (if this isn’t available let Business Support know)

Are the following details correct on Mosaic:

* **Full name** (including middle name)
* **Date of birth**
* **Current address**

 **YES NO**

* **Parent’s passport numbers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Birth Certificate attached: YES NO**

Send email and relevant documentation to SupportS&R@herefordshire.gov.uk

*Please note that if the passport form is returned as it requires further documentation/ information Business Support will obtain this. Discussions may need to take place with the Social Worker to obtain this.*